

March 18, 2004

AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
MARCH 18, 2004

- I. OPENING OF MEETING AT 9:00 A.M. AT 160 NORTH LA SALLE STREET,
SUITE S-901, CHICAGO, ILLINOIS

- II. PRESENT

- III. APPROVAL OF MINUTES OF REGULAR MEETING HELD FEBRUARY 19, 2004

**WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR
MEETING HELD FEBRUARY 19, 2004?**

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

A. Report on Exempt Positions

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Aging.....	106	5
Agriculture	523	15
Arts Council	22	1
Banks and Real Estate.....	261	6
Central Management Services.....	1,211	61
Children and Family Services	3,457	38
Commerce & Econ. Opportunity	501	59
Corrections	14,339	109
Criminal Justice Authority	75	3
Deaf and Hard of Hearing Comm.	6	1
Developmental Disabilities Council ...	13	1
Elections Board	52	1
Emergency Management Agency	108	1
Employment Security.....	1,972	25
Environmental Protect. Agency	1,129	12
Financial Institutions.....	81	5
Guardianship and Advocacy	112	6
Historic Preservation Agency	192	
Human Rights Commission	10	2
Human Rights Department.....	140	6
Human Services	15,773	59
Industrial Commission	167	8
Insurance	332	7
Investment Board	4	1
Labor	80	7
Labor Relations Board Educational	16	2
Labor Relations Board State	19	2
Law Enforce. Trng. & Standard Bd. ...	25	1
Military Affairs	141	3
Natural Resources	1,656	7
Pollution Control Board	25	3
Professional Regulation	245	15
Property Tax Appeal Board	22	2
Public Aid	2328	20
Public Health.....	1,119	27
Revenue.....	2,208	42
State Fire Marshal	126	7
State Police.....	1,503	5
State Police Merit Board	5	1
State Retirement System	80	1
Transportation	4,475	1
Veterans Affairs	1,137	2
TOTALS	55,796	602

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

B. Governing Rule - Jurisdiction B Exemptions

- a) Before a position shall qualify for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the position shall be directly responsible to:
 1. The Governor, or
 2. A departmental director or assistant director appointed by the Governor, or
 3. A board or commission appointed by the Governor, or
 4. The head of an agency created by Executive Order, or the director or assistant director of an agency carrying out statutory powers, whose offices are created by the Governor subject to legislative veto under Article V, Section 11, of the Constitution of 1970, which agency head, director, or assistant director may themselves be subject to exemption under Section 4d(3), or
 5. In an agency having a statutory assistant director, a deputy director exercising full line authority under the director for all operating entities of the agency, provided the statutory role of assistant director is vacant or is assigned clearly distinct and separate duties from the deputy director and as a colleague to him, or
 6. A line position organizationally located between the director and/or assistant director and a subordinate statutorily exempt position(s), provided the position proposed for exemption has line authority over the statutory exempt position(s), or
 7. The elected head of an independent agency in the executive, legislative, or judicial branch of government.
- b) If a position meets the above criterion, it must, in addition, be responsible for one or more of the following before it shall be approved as exempt:
 1. Directs programs defined by statute and/or departmental, board, or commission policy or possess significant authority when acting in the capacity of a director of programs to bind the agency.
 2. Makes decisions in exercising principal responsibility for the determination or execution of policy which fix objectives or state the principles to control action toward operating objectives of one or more divisions, such decisions being subject to review or reversal only by the director, assistant director, board or commission.
 3. Participates in the planning and programming of departmental, board, or commission activities, integrating the plans and projections of related divisions, and the scheduling of projected work programs of those agencies.

* * *

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

C. Department of Professional Regulation – Proposed Exemption

The following 4d(3) request for exemption was continued at the February 19, 2004, meeting until March 18, 2004.

COPY

Dear Chairman Richards:

Director Grillo has requested 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-24-05-200-00-01
Division:	Statewide Enforcement
Incumbent:	Wayne Straza
Supervisor:	SPSA (40070-24-05-000-00-01)
Location:	Cook County

I am recommending consideration of 4d(3) exemption from Jurisdiction B of the Personnel Code for this position.

To facilitate your staff's review, I have enclosed copies of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Maribeth Moore, Unit Manager, Technical Services, at 782-3877.

END OF COPY

COPY

Dear Director Rumman:

I am requesting the attached CMS-104 job description for Senior Public Service Administrator as listed below be exempted from Jurisdiction B of the Illinois Personnel Code under provisions of paragraph 4d(3).

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

It appears this position qualifies for such exemption as listed below:

1. The position will report to the Deputy Director for Statewide Enforcement;
2. Will have principal administrative responsibility for the planning, development and implementation of statewide policies and procedures for the respective program listed above; and,
3. Serves as spokesperson, representing the Deputy Director of statewide Enforcement and the Director at various internal and external meetings often of a sensitive and confidential nature concerning enforcement investigations, enforcement administration issues, prosecution issues, or special operations programs and policies, respectively.

If you require any additional information, please contact Jeanine K. Hamm, Human Resources Director, at 217/785-0816.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-24-05-200-00-01
Division:	Statewide Enforcement
Incumbent:	Wayne Straza
Supervisor:	SPSA (40070-24-05-000-00-01)
Location:	Cook County

D. Department of Professional Regulation – Proposed Exemption

The following 4d(3) request for exemption was continued at the February 19, 2004, meeting until March 18, 2004.

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Chairman Richards:

Director Grillo has requested 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-24-05-500-00-01
Division:	Statewide Enforcement
Incumbent:	Vacant
Supervisor:	SPSA (40070-24-05-000-00-01)
Location:	Cook County

I am recommending consideration of 4d(3) exemption from Jurisdiction B of the Personnel Code for this position.

To facilitate your staff's review, I have enclosed copies of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Maribeth Moore, Unit Manager, Technical Services, at 782-3877.

END OF COPY

COPY

Dear Director Rumman:

I am requesting the attached CMS-104 job description for Senior Public Service Administrators as listed below be exempted from Jurisdiction B of the Illinois Personnel Code under provisions of paragraph 4d(3).

SPSA 40070-24-05-500-00-01 Special Operations Programs

It appears this position qualifies for such exemption as listed below:

1. Will have principal administrative responsibility for the planning, development and implementation of statewide policies and procedures for the respective program listed above; and,
2. Serves as spokesperson, representing the Deputy Director of statewide Enforcement and the Director at various internal and external meetings often of a sensitive and confidential nature concerning enforcement

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

investigations, enforcement administration issues, prosecution issues, or special operations programs and policies, respectively.

If you require any additional information, please contact Jeanine K. Hamm, Human Resources Director, at 217/785-0816.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-24-05-500-00-01
Division:	Statewide Enforcement
Incumbent:	Vacant
Supervisor:	SPSA (40070-24-05-000-00-01)
Location:	Cook County

E. Illinois Department of Human Services – Proposed Exemption

The following 4d(3) request for exemption was continued at the February 19, 2004, meeting until March 18, 2004.

COPY

Dear Chairman Richards:

Secretary Adams of the Illinois Department of Human Services has requested 4d(3) exemption of the following established position.

Position Title:	Senior Public Service Administrator
Position Number:	40070-10-04-300-00-01
Bureau/Division:	Office of Contract Administration
Incumbent:	Vacant
Supervisor:	SPSA (40070-10-04-000-00-01)
Location:	Sangamon County

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Although the position does not meet the reporting criteria of the Commission Rules, considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed copies of the subject position, together with the agency's letter of request. If additional information is required, please contact Maribeth Moore, Unit Manager, Technical Services Division, at 782-3877.

END OF COPY

COPY

Dear Director Rumman:

Effective July 1, 1997, the Department of Human Services was formed by consolidation of all the Departments of Alcoholism and Substance Abuse, Mental Health and Developmental Disabilities, and Rehabilitation Services in their entirety, as well as functions and programs from the Department of Children and family Services, Public Aid and Public Health. The Department of Human Services (DHS) has a FY04 approved head count of 16,108 positions. We currently have 15,851 employees located in all 102 counties, employed at leased offices as well as 17 Mental Health and Developmental Disabilities facilities, a Treatment and Detention Facility, and 4 residential schools.

The Bureau Chief of the Bureau of Contract Compliance oversees and manages all aspects of the Bureau conducting on-site fiscal and administrative reviews of the Department's funded community service providers, focusing on applicable federal, state, and Departmental fiscal and compliance requirements. The Bureau Chief serves as the primary resource for the Department's compliance with the federal, state, and departmental fiscal and compliance requirements as set forth in the Illinois Administrative Code, Part 509 Fiscal/Administrative Record keeping and Requirements, and establishes and distributes policy and procedures relative to the responsibilities associated with the Code. This position oversees all on-site and desk review monitoring and compliance of Department funded community-based service providers, including unites of local government. The Bureau Chief has latitude in decision making for the Department involving reimbursable expenses, billing and collection of fees/co-payments, expense allocation, corrective actions resulting from provider's non-compliance, and the suspension of funding and/or cancellation of award/agreement for substantial reasons, etc., all of which have fiscal impact. This position must develop new policy and procedure, and revise existing policies and procedures, statutory requirements, or other administrative IV.

March 18, 2004

EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

practices for the purpose of ensuring efficient and economical administration of Department funds, which also has fiscal impact on the Department's strict budget guidelines.

This position is of a higher level and is part of the policy making process, thus impacting Department fiscal matters and in eliminating the duplication of spending in light of the State's present budget condition. This position is not layered in the organization, but rather elevated to a point at which the scope can be addressed resulting in impact that can be realized for the entire Department. The position is removed in terms of three levels, and in a Department of this magnitude and size is not outside of the realm of reporting.

Due to the statutory requirements, the scope of the work, and the discretion and scope of decision-making mandates the position be 4d(3). As stated in the Personnel Code, Sec. 4d(3) Partial exemptions:

“The Civil Service Commission, upon written recommendation of the Director of Central Management Services, shall exempt from jurisdiction B other positions which, in the judgment of the Commission, involve either principal administrative responsibility for the determination of policy or principal administrative responsibility for the way in which policies are carried out,”

The Department of Human Services requests the Bureau Chief, Bureau of Contract Compliance be made 4d(3) due to the statutory requirements and administrative responsibility for the way in which our contract compliance policies are carried out. The actions of this position is subject only to the Director of the Office of Contract Administration, an exempt position, and the Secretary, an appointed official.

We believe the additional clarification of the duties and responsibilities for this position further demonstrates why it should be given 4d(3) exempt status. Thank you for your consideration of our request to extend 4d(3) exemption to the Bureau of Contract Compliance, Senior Public Service Administrator, 40070-10-04-300-00-01.

END OF COPY

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title: Senior Public Service Administrator
Position Number: 40070-10-04-300-00-01
Bureau/Division: Office of Contract Administration
Incumbent: Vacant
Supervisor: SPSA (40070-10-04-000-00-01)
Location: Sangamon County

F. Office of Banks and Real Estate – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Padron of the Office of Banks and Real Estate has requested 4d(3) exemption of the following established position:

Position Title: Senior Public Service Administrator
Position Number: 40070-50-92-110-00-01
Bureau/Division: Bureau of Real Estate Professions
Incumbent: Vacant
Supervisor: SPSA (40070-50-92-100-00-01)
Location: Sangamon County

Although the position does not meet the reporting criteria of the Commission Rules, considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed copies of the subject position, together with the agency's letter of request and organization charts. If additional information is required, please contact Maribeth Moore, Unit Manager, Technical Services Division, at 782-3877.

END OF COPY

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Director Rumman:

Attached are revised job descriptions for three Senior Public Service Administrators within OBRE. (40070-50-92-100-00-01, 40070-50-92-110-00-01 and 40070-50-92-500-00-01). The first of these (100-00-01) serves as Assistant Commissioner of the Real Estate Professions Bureau; reports directly to me; is currently 4d3) exempt; and is being clarified only to reflect a change in the reporting structure due to a change in duties and responsibilities in the subordinate Director of Real Estate position. The second position (110-00-01) serves as the Director of Real Estate and is a statutorily mandated position. (see attached) As stated previously, this position reports to the Assistant Commissioner of the Real Estate Professions Bureau and both the duties and the reporting structure are being modified. The third position (500-00-01) serves as the Director of Community Relations. It reports directly to me. The duties of this position are being clarified to reflect some updated responsibilities. The reporting structure will remain intact. Each of these positions sits as a member of my executive cabinet, and as you will see in the attached job descriptions, they involve principal administrative responsibility for the determination of policy. As such these positions meet the criteria for partial exemption under Section 4d(3) of the Personnel Code. Therefore, I am requesting that CMS review the attached job descriptions and make a favorable recommendation to the Civil Service Commission that these positions be placed on the agenda for consideration of 4d(3) exemption (or continuing exemption in the case of 100-00-01) at the Commission's regularly scheduled meeting to be held on March 18, 2004.

Should you have any questions regarding this request, please feel free to contact our Personnel Manager, Marc Trowbridge at 217/782-9993.

Thank you for your consideration.

END OF COPY

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title: Senior Public Service Administrator
Position Number: 40070-50-92-110-00-01
Bureau/Division: Bureau of Real Estate Professions
Incumbent: Vacant
Supervisor: SPSA (40070-50-92-100-00-01)
Location: Sangamon County

G. Office of Banks and Real Estate – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services:

COPY

Dear Chairman Richards:

Director Padron of the Office of Banks and Real Estate has requested 4d(3) exemption of the following established position:

Position Title: Senior Public Service Administrator
Position Number: 40070-50-92-500-00-01
Bureau/Division: Community Relations
Incumbent: Vacant
Supervisor: Commissioner
Location: Sangamon County

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed copies of the subject position, together with the agency's letter of request and organization charts. If additional information is required, please contact Maribeth Moore, Unit Manager, Technical Services Division, at 782-3877.

END OF COPY

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Director Rumman:

Attached are revised job descriptions for three Senior Public Service Administrators within OBRE. (40070-50-92-100-00-01, 40070-50-92-110-00-01 and 40070-50-92-500-00-01). The first of these (100-00-01) serves as Assistant Commissioner of the Real Estate Professions Bureau; reports directly to me; is currently 4(3) exempt; and is being clarified only to reflect a change in the reporting structure due to a change in duties and responsibilities in the subordinate Director of Real Estate position. The second position (110-00-01) serves as the Director of Real Estate and is a statutorily mandated position. (see attached) As stated previously, this position reports to the Assistant Commissioner of the Real Estate Professions Bureau and both the duties and the reporting structure are being modified. The third position (500-00-01) serves as the Director of Community Relations. It reports directly to me. The duties of this position are being clarified to reflect some updated responsibilities. The reporting structure will remain intact. Each of these positions sits as a member of my executive cabinet, and as you will see in the attached job descriptions, they involve principal administrative responsibility for the determination of policy. As such these positions meet the criteria for partial exemption under Section 4d(3) of the Personnel Code. Therefore, I am requesting that CMS review the attached job descriptions and make a favorable recommendation to the Civil Service Commission that these positions be placed on the agenda for consideration of 4d(3) exemption (or continuing exemption in the case of 100-00-01) at the Commission's regularly scheduled meeting to be held on March 18, 2004.

Should you have any questions regarding this request, please feel free to contact our Personnel Manager, Marc Trowbridge at 217/782-9993.

Thank you for your consideration.

END OF COPY

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title: Senior Public Service Administrator
Position Number: 40070-50-92-500-00-01
Bureau/Division: Community Relations
Incumbent: Vacant
Supervisor: Commissioner
Location: Sangamon County

H. Illinois Department of Central Management Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services:

COPY

Dear Chairman Richards:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title: Senior Public Service Administrator
Position Number: 40070-37-14-000-01-01
Bureau/Division: Bureau of Communications and Computer Services/
LAN & Office Systems Services Division
Incumbent: Vacant
Supervisor: Deputy Director of the Bureau of Communications
And Computer Services
Location: Sangamon County

The rationale for requesting this exemption is supported by the following:

3. As LAN & Office Systems Services Division Manager, this position will report to the Deputy Director of the Bureau of Communications and Computer Services.
4. This position will work with autonomy and has principal responsibility for the determination and implementation of policy which establishes objectives and states the principles towards operating objectives of the LAN and Office Systems Services Division which are subject to review and reversal only by the Deputy Director. This authority is amplified by the fact that the policies

March 18, 2004

V. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

established and services provided by this position have an economic and operational impact on all operational areas of CMS and most Agencies, Boards and Commissions along with other offices including the Governor's and Lieutenant Governor's Offices.

3. This position acts independently on behalf of the Department and binds the agency to agreements on behalf of the Department as it will be responsible for independently committing Division resources to control action towards operating objectives to provide efficient and effective services.
4. This position is responsible for integrating the plans and projections of related divisions and the scheduling of projected work programs of organizational entities in all client agencies.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-14-000-01-01
Bureau/Division:	Bureau of Communications and Computer Services/ LAN & Office Systems Services Division
Incumbent:	Vacant
Supervisor:	Deputy Director of the Bureau of Communications And Computer Services
Location:	Sangamon County

I. Illinois Department of Central Management Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services:

COPY

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Dear Chairman Richards:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-32-000-00-01
Bureau/Division:	Bureau of Benefits/Risk Management Division
Incumbent:	Vacant
Supervisor:	Deputy Director of the Bureau of Benefits SPSA 40070-37-30-000-01-01
Location:	Sangamon County

The rationale for requesting this exemption is supported by the following:

- 1) As Risk Management Manager, this position will report to the Deputy Director of the Bureau of Benefits.
- 2) This position will work with autonomy and has responsibility for the termination and implementation of policy both independently and as a principal policy advisor to the Deputy Director depending on the magnitude of the policy issue which is subject to review and reversal only by the Deputy Director. This authority is amplified by the fact that the programs administered by this position provide services to almost all state agencies, boards and commission and state universities.
- 3) This position acts independently on behalf of the Department and binds the agency to agreements on behalf of the Department including damage and injury settlements up to a specified monetary amount.
- 4) This position participates in the planning and programming of departmental activities, integrating the plans and projections of related Divisions within the Bureau of Benefits.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title: Senior Public Service Administrator
Position Number: 40070-37-32-000-00-01
Bureau/Division: Bureau of Benefits/Risk Management Division
Incumbent: Vacant
Supervisor: Deputy Director of the Bureau of Benefits
SPSA 40070-37-30-000-01-01
Location: Sangamon County

J. Illinois Department of Central Management Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services:

COPY

Dear Chairman Richards:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title: Senior Public Service Administrator
Position Number: 40070-37-41-500-01-01
Bureau/Division: Bureau of Strategic Sourcing and Procurement/
Division of Facilities Sourcing
Incumbent: Vacant
Supervisor: Assistant Director
Location: Cook County

The rationale for requesting this exemption is supported by the following:

- 1) As Division of Facilities Sourcing Portfolio Manager, this position will report to a statutorily appointed Assistant Director.
- 2) This position will work with autonomy and has principal responsibility for the determination and implementation of policy which establishes objectives and states the principles towards operating objectives of the Division of Facilities Sourcing which are subject to review and reversal only by the Assistant Director. This authority is amplified by the fact that the facilities contracts

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

which are procured by this position have an economic and operational impact on all facilities procurements for all Agencies, Boards and Commissions.

- 3) This position acts independently on behalf of the Department and binds the agency to agreements and contracts on behalf of the Department as it will possess authority for negotiating most facilities contracts independently and assisting the Assistant Director in negotiating the most monetarily substantial contracts.
- 4) The approximate annual spend portfolio which this position is responsible for is approximately \$340 million annually.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-41-500-01-01
Bureau/Division:	Bureau of Strategic Sourcing and Procurement/ Division of Facilities Sourcing
Incumbent:	Vacant
Supervisor:	Assistant Director
Location:	Cook County

K. Illinois Department of Central Management Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services:

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Chairman Richards:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-41-510-01-01
Bureau/Division:	Bureau of Strategic Sourcing and Procurement/ Division of Facilities Sourcing
Incumbent:	Vacant
Supervisor:	Division of Facilities Sourcing Portfolio Manager
Location:	Sangamon County

The rationale for requesting this exemption is supported by the following:

- 1) As Facilities Trade and Building Services Sourcing Program Manager, this position will report to the Division of Facilities Sourcing Portfolio Manager which in turn will report to a statutorily appointed Assistant director.
- 2) This position will work with autonomy and has principal responsibility for the determination and implementation of policy which establishes objectives and states the principles towards operating objectives of the Division of Facilities Sourcing which are subject to review and reversal only by the Assistant Director. This authority is amplified by the fact that the facilities services contracts which are procured by this position have an economic and operational Impact on all Agencies, Boards and Commissions.
- 3) This position acts independently on behalf of the Department and binds the agency to agreements and contracts on behalf of the Department as it will be responsible for negotiating most facilities services contracts independently and assisting the Division Manager and Assistant Director in negotiating the most monetarily substantial contracts.
- 4) The approximate annual spend portfolio which this position is responsible for is approximately \$40 million annually.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-41-510-01-01
Bureau/Division:	Bureau of Strategic Sourcing and Procurement/ Division of Facilities Sourcing
Incumbent:	Vacant
Supervisor:	Division of Facilities Sourcing Portfolio Manager
Location:	Sangamon County

L. Illinois Department of Central Management Services – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services:

COPY

Dear Chairman Richards:

The Department of Central Management Services is requesting 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-41-510-01-02
Bureau/Division:	Bureau of Strategic Sourcing and Procurement/ Division of Facilities Utilities and Professional Services Sourcing
Incumbent:	Vacant
Supervisor:	Division of Facilities Sourcing Portfolio Manager
Location:	Sangamon County

The rationale for requesting this exemption is supported by the following:

1. As Facilities Utilities and Professional Services Sourcing Program Manager, this position will report to the Division of Facilities Sourcing Portfolio Manager, which in turn will report to a statutorily appointed Assistant Director.

March 18, 2004

V. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

2. This position will work with autonomy and has principal responsibility for the determination and implementation of policy which establishes objectives and states the principles towards operating objectives of the Division of Facilities Sourcing which are subject to review and reversal only by the Assistant Director. This authority is amplified by the fact that the facilities utility contracts which are procured by this position have an economic and operational Impact on all Agencies, Boards and Commissions.
3. This position acts independently on behalf of the Department and binds the agency to agreements and contracts on behalf of the Department as it will be responsible for negotiating most utility procurement contracts independently and assisting the Division Manager and Assistant Director in negotiating the most monetarily substantial contracts.
4. The approximate annual spend portfolio which this position is responsible for is approximately \$300million annually.

Considering similarities of this requested position with those of other 4d(3) exempted positions in Central Management Services, I recommend 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Larry Plummer in the Bureau of Personnel at 557-0225.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-41-510-01-02
Bureau/Division:	Bureau of Strategic Sourcing and Procurement/ Division of Facilities Utilities and Professional Services Sourcing
Incumbent:	Vacant
Supervisor:	Division of Facilities Sourcing Portfolio Manager
Location:	Sangamon County

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

M. Illinois Department of Children and Family Services

The following recommendation and supporting materials were received from the Director of Central Management Services::

COPY

Dear Chairman Richards:

Director Bryan Samuels of the Department of Children and Family Services is requesting 4d(3) exemption for the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-16-13-100-00-01
Bureau/Division:	Monitoring/Quality Assurance
Incumbent:	Vacant
Supervisor:	SPSA 40070-16-13-000-00-01
Location:	Cook County

Although this position does not meet the reporting criteria of the Commission Rules, considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Mark Magill, Unit Manager, Technical Services Division, at 782-8609.

END OF COPY

COPY

Dear Director Rumman:

I am requesting that the position of Associate Deputy Director for the Division of Monitoring and Quality Assurance for the Department of Children and Family Services be considered for 4d(3) exemption.

This position will function as the Association Deputy Director for the Department's Division of Monitoring and Quality Assurance and serve as principal policy-formulating administrator for all aspects of contract compliance of all direct service

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

providers contracts and program plans statewide, having significant authority to bind the agency to a specific course of action. The incumbent of the position will exercise principal responsibility in making decisions for the determination that direct service contract obligations are performed in compliance with all applicable laws, rules procedures, and policy and performance standards. The incumbent will implement long-term strategic goals associated with contract compliance. Formulating statewide policies and procedures, this position will serve on Director's Executive Staff, providing legal and administrative expertise relating to contract compliance.

Reporting directly to the Deputy Director of the Division of Monitoring and Quality Assurance, the incumbent will work with various DCFS administrators and key stakeholders in the planning and programming of the identification and resolution of contract and program plan ambiguities, conflicts, and deficiencies and will oversee the development of contract program plans for identified service gaps and formulate legal strategies to address those issues. Additionally, the incumbent will draft new rules, contractual terms, and procedures governing the substantive content of contracts and program plans, which would bind the agency to a course of action.

Due to the nature and scope of the duties of this position, as well as the sensitivity of the issues and policy-making responsibilities, I am requesting this position be granted exempt status. Enclosed are the position description, position review/determination form, and organizational chart.

Your assistance in reviewing and forwarding this clarification to the Civil Service Commission for exemption review is appreciated.

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-16-13-100-00-01
Bureau/Division:	Monitoring/Quality Assurance
Incumbent:	Vacant
Supervisor:	SPSA 40070-16-13-000-00-01
Location:	Cook County

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

N. Illinois Department of Commerce and Economic Opportunity–Proposed Exemption

The following recommendation and supporting materials were received from the Director of the Illinois Department of Central Management Services.

COPY

Dear Chairman Richards:

Director Lavin of the Illinois Department of Economic Opportunity has requested 4d(3) exemption for the following position:

Position Title:	Senior Public Service Administrator
Position Number:	37015-42-00-020-00-01
Bureau/Division:	Assistant Director's Office
Incumbent:	Vacant
Supervisor:	Assistant Director
Location:	Cook County

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Mark Magill, Unit Manager, Technical Services Division, at 782-8609.

END OF COPY

COPY

Dear Director Rumman:

I am requesting a 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	37015-42-00-020-00-01
Bureau/Division:	Assistant Director's Office
Incumbent:	Vacant
Supervisor:	Assistant Director
Location:	Cook County

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

The rationale for requesting this exemption is supported by the following:

- 1) As the executive Assistant to the Assistant Director, this position will report to the Assistant Director.
- 2) In this position, the individual will develop, implement and evaluate policies for the administrative operations of the Assistant Director's Office as well as monitor policy adherence to ensure goals and objectives are achieved. Additionally, this individual will possess full line authority of the Assistant Director to liaison with agency staff, the Governor's Office and other state agencies with program issues pertaining to the Opportunity returns program. This position also serves as spokesperson for the Assistant Director, speaking on his/her behalf and interpreting and explaining the Opportunity Returns program policies, procedures, goals and objectives.

To facilitate your review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Mike Grady, Director of Human Resources at 217/785-1577.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	37015-42-00-020-00-01
Bureau/Division:	Assistant Director's Office
Incumbent:	Vacant
Supervisor:	Assistant Director
Location:	Cook County

O. Illinois Historic Preservation Agency – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

March 18, 2004

VI. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Chairman Richards:

Director Crossland of the Illinois Historic Preservation Agency has requested 4d(3) exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-48-40-000-00-01
Division:	Abraham Lincoln Presidential Library & Museum
Incumbent:	Kathryn Harris
Supervisor:	Director
Location:	Sangamon County

This position does meet the reporting criteria of the Commission Rules, considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the position description, agency's letter of request and the organization chart. If additional information is required, please contact Maribeth Moore, Unit Manager, Technical Services Division, at 782-3877.

END OF COPY

COPY

Dear Mr. Rumman:

The Illinois Historic Preservation Agency is requested a 4d(3) exemption from the Personnel Code for a Senior Public Service Administrator, position #40070-48-40-000-00-01 in the Illinois Historic Preservation Agency.

This position will act as the Division Manager for the Historical Library and will be responsible for administering the Research & Acquisition, Reference & Technical Services, Special Collections, and Conservation & Preservation Programs. We feel that this position meets the criteria for exemption from 4d(3) of the Personnel Code in that it:

The position reports directly to the Abraham Lincoln Presidential Library and Museum (ALPLM) Director of the Illinois Historic Preservation Agency.

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

The position is responsible for developing and implementing a major historical library services and collections program for the Agency.

Establishes, develops and implements policies and makes decisions in exercising principal responsibility for a major agency program.

If you have any questions or need additional information for consideration of our request, please feel free to contact Ednita Murdock, Human Resource Administrator, at 217/785-4674.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title: Senior Public Service Administrator
Position Number: 40070-48-40-000-00-01
Division: Abraham Lincoln Presidential Library & Museum
Incumbent: Kathryn Harris
Supervisor: Director
Location: Sangamon County

P. Illinois Historic Preservation Agency – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Crossland of the Illinois Historic Preservation Agency has requested 4d(3) exemption of the following position:

Position Title: Senior Public Service Administrator
Position Number: 40070-48-00-000-30-01
Division: Director's Office
Incumbent: Vacant
Supervisor: Director
Location: Sangamon County

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

This position does meet the reporting criteria of the Commission Rules, considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the position description, agency's letter of request and the organization chart. If additional information is required, please contact Maribeth Moore, Unit Manager, Technical Services Division, at 782-3877.

END OF COPY

COPY

Dear Mr. Rumman:

The Illinois Historic Preservation Agency is requested a 4d(3) exemption from the Personnel Code for a Senior Public Service Administrator, position #40070-48-00-000-30-01 in the Director's Office.

This position will serve as a policy making administrator to the Director and will be responsible for administering a program called Education and Program Development. We feel that this position meets the criteria for exemption from 4d(3) of the Personnel Code in that :

The position reports directly to the Director of the Illinois Historic Preservation Agency.

The position is responsible for developing and implementing an Agency and Statewide educational program. This program will bring many diverse sites and programs of the Agency in line with the Governor's priority for education as outlined in the attached job description.

Establishes, develops and implements policies and makes decisions in exercising principal responsibility for a major agency program.

If you have any questions or need additional information for consideration of our request, please feel free to contact Ednita Murdock, Human Resource Administrator, at 217/785-4674.

END OF COPY

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title: Senior Public Service Administrator
Position Number: 40070-48-00-000-30-01
Division: Director's Office
Incumbent: Vacant
Supervisor: Director
Location: Sangamon County

Q. Illinois Department of Human Rights – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Claps of the Department of Human Rights is requesting 4d(3) exemption for the following position:

Position Title: Senior Public Service Administrator
Position Number: 40070-49-60-000-00-02
Division: Housing
Incumbent: Vacant
Supervisor: SPSA (40070-49-01-000-00-01)
Location: Cook County

Although the position does not meet the reporting criteria of the Commission Rules, considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the position description, the agency's letter of request and the organization chart. If additional information is required, please contact Maribeth Moore, Unit Manager, Technical Service Division, at 782-3877.

END OF COPY

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Director Rumman:

This letter is to request that the attached Senior Public Service Administrator job description be established as a 4d(3) exemption reporting directly to the Deputy Director of the Illinois Department of Human Rights.

This is a policy level position reporting to the Deputy Director and serves as a member of the Director's Executive Committee. The duties of the attached Senior Public Service Administrator position number 40070-49-60-000-00-02 reflect total administrative responsibility for administration of the Department's comprehensive statewide housing program which includes the development of policy, procedures and regulations; representing the Director, as needed; supervising professional and other support staff engaged in duties relevant to the state-wide housing program.

This position represents the Department with the U.S. Department of Housing and Urban Development in all areas relating to our federal funding.

If you have any questions, you may contact me or Ms. Bobbie Wanzo, my Deputy Director at 312-814-6245.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-49-60-000-00-02
Division:	Housing
Incumbent:	Vacant
Supervisor:	SPSA (40070-49-01-000-00-01)
Location:	Cook County

R. Illinois Department of Natural Resources – Proposed Exemption

The following recommendation and supporting materials were received from the Director of the Department of Central Management Services:

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Director Joel Brunsvold of the Department of Natural Resources is requesting 4d(3) exemption for the following position:

Position Title	Administrative Assistant II
Position Number:	00502-12-06-000-01-01
Division:	Office of Legislation & Constituency Services
Incumbent:	Vacant
Supervisor:	40070-12-06-000-00-01
Location:	Sangamon County

Although the position does not meet the reporting criteria of the Commission Rules, considering similarities of this position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart.

If additional information is required, please contact Maribeth Moore, Unit Manager, Classification Agency Services at 782-3877.

END OF COPY

COPY

Dear Director Rumman:

Please find enclosed the necessary documents to establish an Administrative Assistant II and exempt the position from Jurisdiction B, Section 4d(3), of the Personnel Code.

The rationale for requesting this exemption is supported by the following:

- 1) The position would be assisting with developing and drafting proposed legislation regarding the Department; also assisting in lobbying with legislature regarding proposed bills that impact Departmental operations.
- 2) This position also performs liaison work with the Governor's Office as well as members of the General Assembly.
- 3) The position is integrally involved in planning and integrating the plans of agency-specific legislation for all organizational entities in the agency.

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Considering similarities of this requested position with those of other 4d(3) exempted positions in the Department of Natural Resources I request 4d(3) exemption.

Your concurrence with this request will be appreciated.

Should you need additional information, please contact Michele Cusumano at 782-1274.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title	Administrative Assistant II
Position Number:	00502-12-06-000-01-01
Division:	Office of Legislation & Constituency Services
Incumbent:	Vacant
Supervisor:	40070-12-06-000-00-01
Location:	Sangamon County

S. Illinois Department of Revenue – Proposed Exemption

The following recommendation and supporting materials were received from the Director of the Department of Central Management Services.

COPY

Dear Chairman Richards:

Director Hamer of the Illinois Department of Revenue has requested 4d(3) exemption of the following positions:

Position Title:	Senior Public Service Administrator
Position Number:	40070-25-07-100-00-01
Bureau/Division:	Legal services – Special Counsel Office
Incumbent:	John T. Robinson
Supervisor:	General Counsel
Location:	Sangamon County

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-120-00-02
Bureau/Division: Legal Services – Sales/Excise Taxes Office
Incumbent: Vacant
Supervisor: General Counsel
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-140-30-01
Bureau/Division: Legal Services – Property Tax Law Office
Incumbent: Vacant
Supervisor: General Counsel
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-150-00-01
Bureau/Division: Legal Services Income Tax Technical Office
Incumbent: Vacant
Supervisor: General Counsel
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-160-00-01
Bureau/Division: Legal Services Lottery Legal Division
Incumbent: Kurt D. Friedland
Supervisor: General Counsel
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-210-00-01
Bureau/Division: Legal Services Special Counsel Office
Incumbent: Paul G. Badanski
Supervisor: General Counsel
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-220-00-01
Bureau/Division: Legal Services Income Tax Technical Office
Incumbent: James D. Newbold
Supervisor: General Counsel
Location: Sangamon County

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-230-00-01
Bureau/Division: Legal Services – Liquor Control Commission
Incumbent: Vacant
Supervisor: General Counsel
Location: Cook County

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-240-00-01
Bureau/Division: Legal Services-Racing Board Office
Incumbent: Vacant
Supervisor: General Counsel
Location: Sangamon County

To facilitate your review, I have enclosed copies of each position description, together with each agency letter of request and organization charts. If additional information is required, please contact Tricia Pineda in Internal Personnel at (217)782-7639.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-100-00-01
Bureau/Division: Legal Services – Special Counsel Office
Incumbent: John T. Robinson
Supervisor: General Counsel
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-120-00-02
Bureau/Division: Legal Services – Sales/Excise Taxes Office
Incumbent: Vacant
Supervisor: General Counsel
Location: Sangamon County

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-140-30-01
Bureau/Division: Legal Services – Property Tax Law Office
Incumbent: Vacant
Supervisor: General Counsel
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-150-00-01
Bureau/Division: Legal Services Income Tax Technical Office
Incumbent: Vacant
Supervisor: General Counsel
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-160-00-01
Bureau/Division: Legal Services Lottery Legal Division
Incumbent: Kurt D. Friedland
Supervisor: General Counsel
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-210-00-01
Bureau/Division: Legal Services Special Counsel Office
Incumbent: Paul G. Badanski
Supervisor: General Counsel
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-220-00-01
Bureau/Division: Legal Services Income Tax Technical Office
Incumbent: James D. Newbold
Supervisor: General Counsel
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-230-00-01
Bureau/Division: Legal Services – Liquor Control Commission
Incumbent: Vacant
Supervisor: General Counsel
Location: Cook County

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

Position Title: Senior Public Service Administrator
Position Number: 40070-25-07-240-00-01
Bureau/Division: Legal Services-Racing Board Office
Incumbent: Vacant
Supervisor: General Counsel
Location: Sangamon County

T. Illinois State Police – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Trent of the Illinois State Police has requested 4d(3) policy exemption of the following positions:

Position Title: Senior Public Service Administrator
Position Number: 40070-21-11-000-00-01
Bureau/Division: Legal Services Income Tax Technical Office
Incumbent: Vacant
Supervisor: Deputy Director, Division of Administration, Sworn Officer
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-21-12-000-00-01
Bureau/Division: Administration
Incumbent: Vacant
Supervisor: Director Director, Division of Administration, Sworn Officer
Location: Sangamon County

These positions do not meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

To facilitate your staff's review, I have enclosed copies of each position description, the agency's letter of request and organization charts. If additional information is required, please contact Mark Magill, Unit Supervisor at 782-8609 in the Division of Technical Services.

END OF COPY

Dear Director Rumman:

The Illinois State Police is requesting 4d(3) policy exemption for the following positions:

Position Title:	Senior Public Service Administrator
Position Number:	40070-21-11-000-00-01
Bureau/Division:	Legal Services Income Tax Technical Office
Incumbent:	Vacant
Supervisor:	Deputy Director, Division of Administration, Sworn Officer
Location:	Sangamon County

Position Title:	Senior Public Service Administrator
Position Number:	40070-21-12-000-00-01
Bureau/Division:	Administration
Incumbent:	Vacant
Supervisor:	Director Director, Division of Administration, Sworn Officer
Location:	Sangamon County

Position 40070-21-11-000-00-01 serves as the Chief of the Human Resource Bureau. Position 40070-21-12-000-00-01 serves as the Chief of the Fiscal Management Bureau. Due to the nature and scope of the duties of these positions, as well as the sensitivity of the issues encountered, I am requesting these positions be granted exempt status. Enclosed are position descriptions and an organizational chart of our agency.

Your early review and positive presentation of this proposal to the Civil Service Commission would be greatly appreciated. If additional information is needed, please contact Ms. Katherine Parmenter, Acting Chief, Human Resource Bureau, at 217/785-1325, so that we may respond most effectively and expeditiously.

END OF COPY

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?

Position Title: Senior Public Service Administrator
Position Number: 40070-21-11-000-00-01
Bureau/Division: Legal Services Income Tax Technical Office
Incumbent: Vacant
Supervisor: Deputy Director, Division of Administration, Sworn Officer
Location: Sangamon County

Position Title: Senior Public Service Administrator
Position Number: 40070-21-12-000-00-01
Bureau/Division: Administration
Incumbent: Vacant
Supervisor: Director, Division of Administration, Sworn Officer
Location: Sangamon County

U. Illinois State Police – Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

The Illinois State Police is requesting 4d(3) policy exemption of the following position:

Position Title: Senior Public Service Administrator
Position Number: 40070-21-00-000-00-02
Bureau/Division: Director's Office
Incumbent: Vacant
Supervisor: Director
Location: Cook County

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempted positions, I request 4d(3) exemption.

To facilitate your review, I have enclosed copies of the position description, the agency's letter of request and the organization chart. If additional information is required, please contact Mark Magill, Unit Supervisor, Technical Services Division at 785-8509.

END OF COPY

COPY

Dear Director Rumman:

The Illinois State Police is requesting 4d(3) policy exemption for the following positions:

Position Title:	Senior Public Service Administrator
Position Number:	40070-21-00-000-00-02
Bureau/Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director of the Illinois State Police
Location:	Cook County

This position serves as the Chief Public Safety Policy Advisor to the Director of the Illinois State Police on public safety issues including those of a collaborate multi-agency nature encompassing policies for the State Fire Marshall's Office and the Illinois Emergency Management Agency. Due to the nature and scope of the duties of this position, as well as the sensitivity of the issues encountered, I am requesting this position be granted exempt status. Enclosed are a position description and an organizational chart of our agency.

Your early review and positive presentation of this proposal to the Civil Service Commission would be greatly appreciated. If additional information is needed, please contact Ms. Katherine Parmenter, Acting Chief, Human Resource Bureau, at 217/785-1325, so that we may respond most effectively and expeditiously.

END OF COPY

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-21-00-000-00-02
Bureau/Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director of the Illinois State Police
Location:	Cook County

V. Illinois Department of Veterans' Affairs – Proposed Exemption

The following recommendation and supporting materials were received from the Director of the Illinois Department of Central Management Services:

COPY

Dear Chairman Richards:

Director Dolgos of the Illinois Department of Veterans' Affairs has requested 4d(3) exemption of the following established position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-34-00-000-10-01
Bureau/Division:	Administration
Incumbent:	Vacant
Supervisor:	Agency Director
Location:	Cook County

This position does meet the reporting criteria of the Commission Rules and considering similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed copies of the position description, agency's letter of request and organization charts. If additional information is required, please contact Maribeth Moore, Unit Manager at 782-3877 in the Division of Technical Services.

END OF COPY

March 18, 2004

IV. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

COPY

Dear Director Rumman:

We are proposing the exemption of a new Senior Public Service Administrator, option 1 as provided in Section 4d(3) of the Personnel Code.

This position reports directly to the Director of the Department of Veterans' Affairs serving as the policy implementing manager, directing and organizing the Chicago Veterans' Home.

The attached CMS-104 and organizational charts will depict the placement and responsibility of this position.

Thank you for your assistance in this matter.

END OF COPY

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?

Position Title:	Senior Public Service Administrator
Position Number:	40070-34-00-000-10-01
Bureau/Division:	Administration
Incumbent:	Vacant
Supervisor:	Agency Director
Location:	Cook County

V. MOTION TO GO INTO EXECUTIVE SESSION

WILL THE COMMISSION HOLD AN EXECUTIVE SESSION TO CONSIDER APPEALS OF DISMISSAL FILED WITH THE COMMISSION?

VI. RECONVENE MEETING

March 18, 2004

VII. NON-MERIT APPOINTMENT REPORT

The Personnel Code permits non-merit appointments for a limited period of time, i.e., emergency appointments shall not exceed 60 days and shall not be renewed, and positions shall not be filled on a temporary or provisional basis for more than six months out of any twelve-month period. Consecutive non-merit appointments are not violative of the Code, however, they do present a possible evasion of merit principles and should be monitored. Set forth below is the number of consecutive non-merit appointments made by each department. These statistics are from the Department of Central Management Services consecutive non-merit report as of January 31, 2004.

	<u>1/31/03</u>	<u>2/29/04</u>
Agriculture	1	0
Arts Council	0	1
Central Management Services	4	3
Comm & Econ. Opportunity	0	1
Historic Preservation	3	0
Natural Resources	37	4
Public Aid	0	1
Revenue	0	3
Transportation	5	16
State Fire Marshal	1	1
State Retirement Systems	0	1
Veterans' Affairs	<u>1</u>	<u>0</u>
Totals	49	31

March 18, 2004

VIII. APPEALS PENDING DECISION (continued)

Dismissal

Keenan D. Williams Office Assistant CMS
DA-2-03

CHARGE: Violated CMS' Rules of Conduct
Request for appeal filed: 7-22-02

WHAT IS THE DECISION OF THE COMMISSION?

IX. ADMINISTRATIVE REVIEW APPEALS

<u>Case No.</u>	<u>Name</u>	<u>County</u>	<u>Record Filed</u>
DA-92-03	Mary Ann Rohrback	Sangamon	Pending
DA-94-03	Virginia Wood	Sangamon	Pending

X. COURT DECISIONS ON ADMINISTRATIVE REVIEW

Barrow v. Blagojevich, et al. - Cook County Case No. 03-CH-15818

The following order was entered by Judge John K. Madden, in Cook County on February 27, 2004 in regard to the Plaintiffs-Petitioners' Notice of Appeal and Motion to Stay Pending Appeal:

"Plaintiffs-Petitioners' Petition for Administrative Review is denied. The Decision of the Civil Service Commission is affirmed and the Defendant-Respondents are to be reinstated in their respective positions they occupied at the time of their discharge."

Notice of Appeal and Motion To Stay Decision Pending Appeal were filed by the State of Illinois on February 27, 2004 and denied on February 27, 2004.

March 18, 2004

XI. SEMI-ANNUAL REVIEW OF EXECUTIVE SESSION MINUTES PURSUANT TO OPEN MEETINGS ACT

XII. STAFF REPORT

XIII. ANNOUNCEMENT OF NEXT MEETING

Announcement of the next regular meeting to be held on Thursday, April 15, 2004 at 9:00 a.m. in the Commission's Chicago Office.

XIV. MOTION TO ADJOURN